

LICENSING RECORD CLEARANCE REQUEST INSTRUCTIONS

The purposes of this form is:

1. Produce a Department of State Police check regarding the possible existence of a conviction record.
2. Produce a Department of Human Services Central Registry File check regarding the possible existence of a substantiated child abuse or neglect record.
3. Produce a Bureau of Children and Adult Licensing (BCAL) Files check against current or previous licensee status of the applicant in any county of the state.

Instructions for processing: The Licensing Record Clearance (BCAL-1326) must be taken with you at the time the FBI fingerprint is conducted. **Note: The TCN# will be filled in by the Fingerprint Specialist and must be completed prior to submitting the form.**

CCI's, CPA's and Camp (DCL): Live Scan Fingerprint Request is required for applicant, licensee, and/or chief administrator. If your licensing record clearance form has a **DCL** code (**CCI/CPA/Camp**) at the bottom on the upper right hand box titled LIVESCAN FINGERPRINT REQUEST, you may select a fingerprint vendor from the link in the Private Live Scan Vendors section below.

PRIVATE LIVE SCAN VENDORS can be found on the Michigan State Police website at:
www.michigan.gov/msp/0,1607,7-123-1589_1878_8311-237662--,00.html

The existence of a conviction record does not necessarily disqualify an applicant for licensure. However, it does provide BCAL and the child placing agency with information, which will be carefully evaluated by licensing staff.

A failure on the part of an applicant to provide BCAL with accurate and truthful information and the authorization requested on this form may be sufficient cause to deny issuance of a license or certificate of registration.

- I am aware that Michigan Department of State Police Records will be checked for information regarding criminal convictions under authority of the Good Moral Character Statute.
- I am aware that the Department of Human Services Central Registry will be checked for information concerning substantiated child abuse and neglect.
- I certify that the information I have given on the form is, to the best of my ability, true and correct.
- The Department may perform this check at any time while I am licensed.
- I understand the personal information and fingerprints submitted by live scan are used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above. I further understand MSP and the FBI may also retain the submitted information and fingerprints as permitted by the Federal Privacy Act of 1974 (5 USC § 552a(b)) for routine uses beyond the principal purpose listed above. Routine uses include, but are not limited to, disclosures to: governmental authorities responsible for civil or criminal law enforcement, counterintelligence, national security, or public safety.
- 28 CFR §16.34- Procedure to obtain change, correction or updating of identification records.
If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.
- ****DISCLAIMER: ALL FINGERPRINTS PROCESSED WITH INCORRECT FINGERPRINT CODES ARE THE RESPONSIBILITY OF THE REQUESTING AGENCY. MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT FINGERPRINT CODES.** **I am aware that Michigan Department of State Police Records will be checked for information regarding criminal convictions under authority of the Good Moral Character Statute.

AUTHORITY:	1973 PA 116	Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
COMPLETION:	Required	
CONSEQUENCE:	Registration/Licensure may be denied or revoked.	

**LICENSING RECORD CLEARANCE REQUEST
CCI/CPA/CAMP
STATE OF MICHIGAN**

Department of Human Services
Bureau of Children and Adult Licensing

DIRECTIONS FOR COMPLETING FORM:

- Please read the accompanying instructions before completing this form.
- Please type or print CLEARLY so that the information provided can be read.
- Mail completed form to BCAL Central Office or address noted in box below.

SECTION I: REQUESTOR INFORMATION

(Must be completed by licensing consultant/worker)

Licensing Consultant/Worker Name, Address and Phone Number:

CPA License Number

**LIVESCAN FINGERPRINT REQUEST
(MUST BE FILLED IN PRIOR TO RETURNING)**

TCN# _____

Date Fingerprinted: _____

Type of Picture I.D. presented: _____

DCL (CCI/CPA/Camp)-Agency ID: 88695H-Fee

LICENSEE/APPLICANT NAME

County

BCAL LICENSE NUMBER (If assigned)

LICENSE/APPLICATION TYPE (CHECK ONLY ONE BOX):

☐ Institution/Agency – CCI/CPA

-OR-

☐ Camp

THE PERSON BEING CLEARED IS (CHECK ONLY ONE BOX):

☐ Licensee Designee (CCI's/CPA's)

-OR-

☐ Applicant/Licensee

-OR-

☐ Director/Program Director

-OR-

☐ Administrator

SECTION II: CLEARANCE INFORMATION (To be completed by applicant or other person to be cleared – If more than one person is named on the application, each is to complete a BCAL-1326) PRINT CLEARLY

NAME (Last, First, Middle Jr., II, etc.)

GENDER

BIRTH DATE

SOCIAL SECURITY NUMBER

MARITAL STATUS

☐ SGL

ALSO KNOWN AS (Aliases, Maiden Name, Previous Married Name(s))

☐ MAR

☐ DIV

☐ WID

ADDRESS (Street Number and Name)

MICHIGAN DRIVERS LICENSE OR STATE ID NUMBER

CITY

COUNTY

STATE

ZIP CODE

PHONE NUMBER

RACE

HEIGHT

WEIGHT

HOW LONG HAVE YOU LIVED IN MICHIGAN?

OTHER STATES RESIDED IN DURING PAST 5 YEARS?

HOW LONG HAVE YOU LIVED IN THIS COUNTY?

HAVE YOU EVER:

Been convicted of a crime, felony or misdemeanor?

☐ NO

☐ YES (If yes, explain)

Been substantiated for abuse or neglect of children or adults?

☐ NO

☐ YES (If yes, explain)

Type, Location and Date of Conviction(s) or Substantiations: (for additional space attach separate sheet)

My signature certifies that I have reviewed the information on the back of this form.

SIGNATURE OF PERSON TO BE CLEARED

DATE

SECTION III: CENTRAL RECORDS CLEARANCE (BCAL Use Only)

ADDRESS ON MICHIGAN PUBLIC SEX
OFFENDER REGISTRY? CHILD CARE HOMES
ONLY

☐ NO ☐ YES ☐ N/A

INITIALS/CLEARANCE DATE

SECRETARY OF STATE DISCREPANCY?

☐ NO ☐ YES

INITIALS/CLEARANCE DATE

INDIVIDUAL ON CENTRAL REGISTRY?

☐ NO ☐ YES

INITIALS/CLEARANCE DATE

PREVIOUS REGISTRATION/LICENSE?

☐ NO ☐ ACTIVE ☐ CLOSED

INITIALS/CLEARANCE DATE

REGISTRATION/LICENSE NUMBER:

ADVERSE ACTION? ☐ YES

SECTION IV: CONVICTION CLEARANCE

For BCAL Use Only